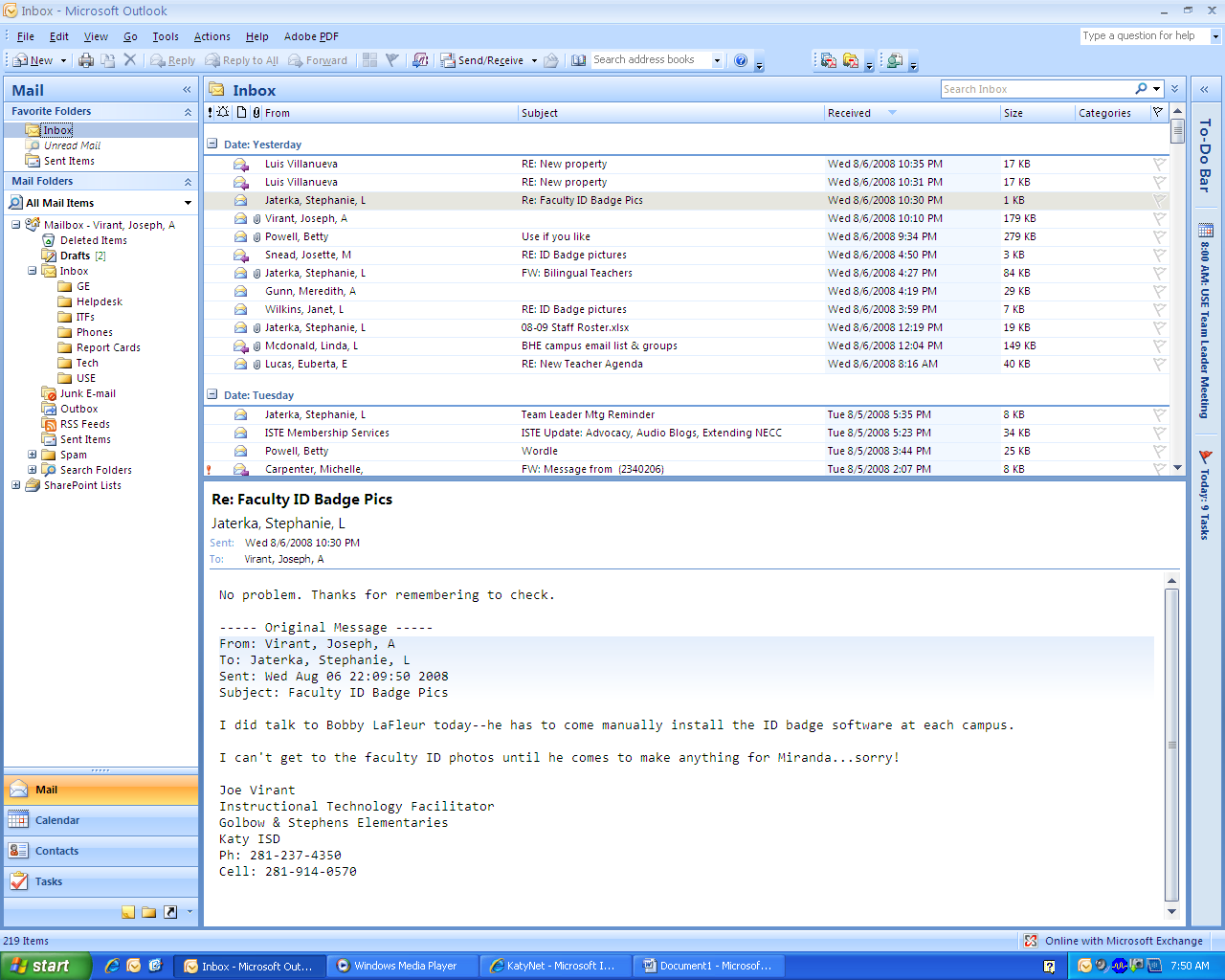
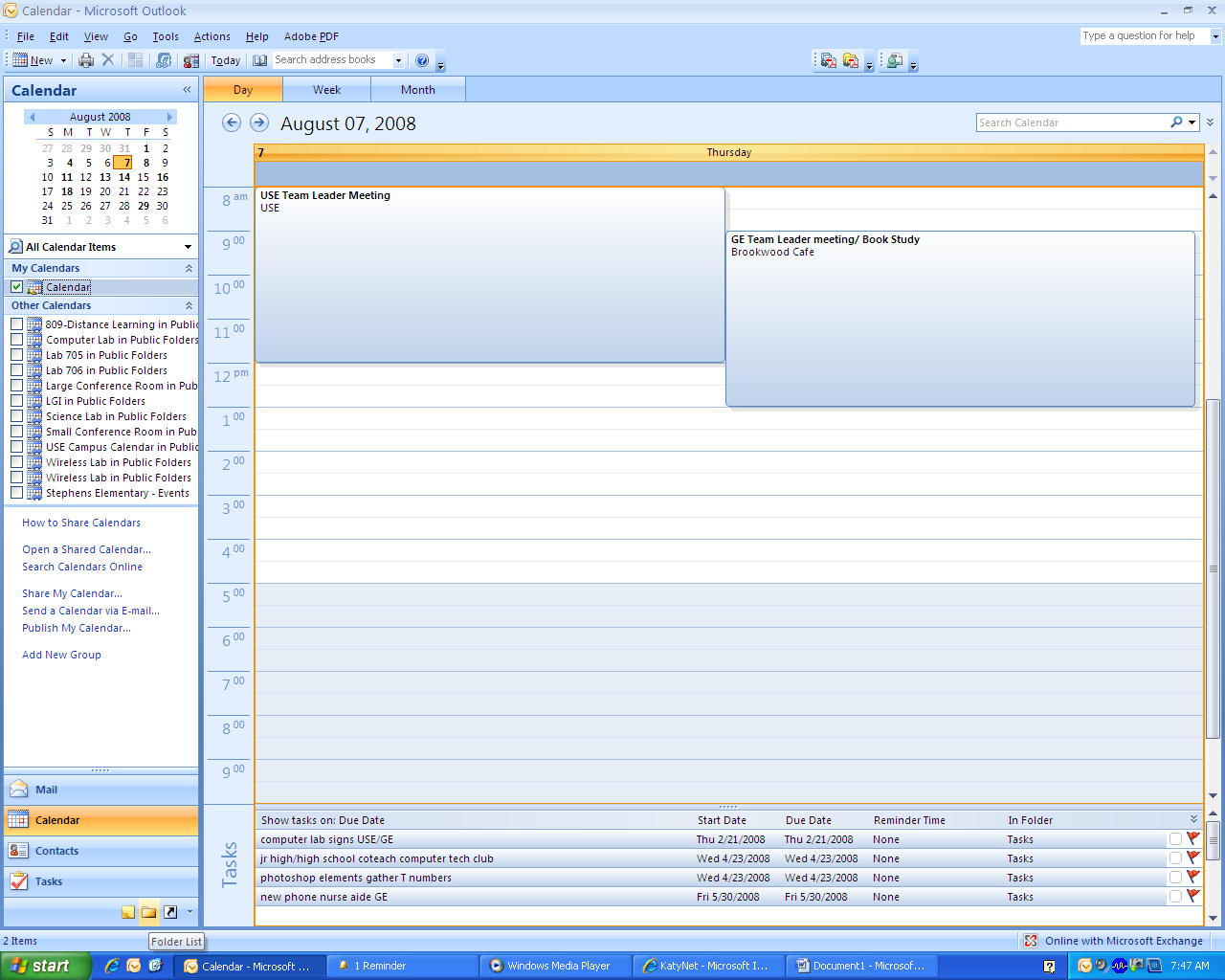
Instructions for adding Public Calendars

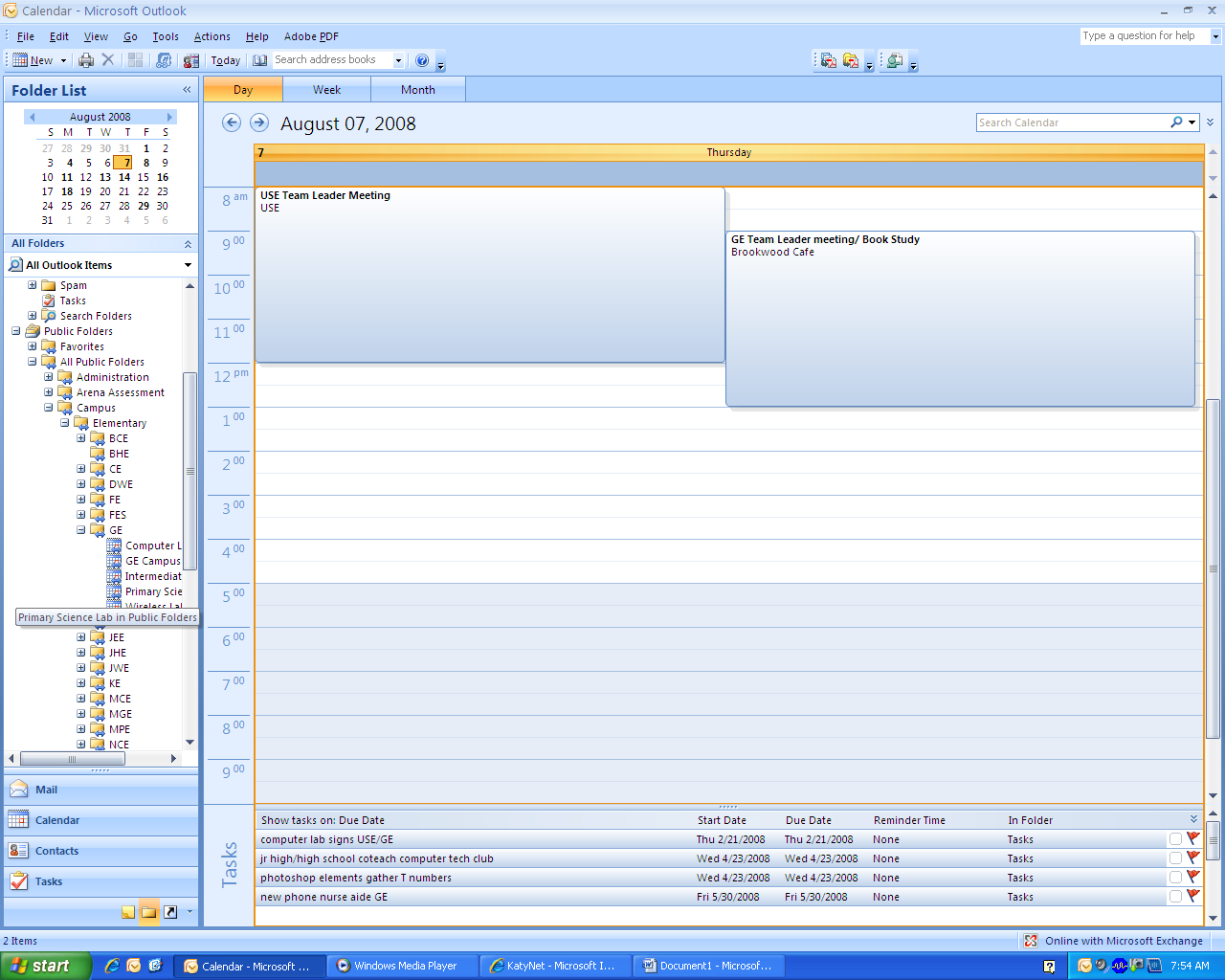
**Note: This process must only be done one time.   
After that, they will show up with your calendar every time you log in for the rest of the year. ☺**

1. Open Outlook.
2. Click Calendar

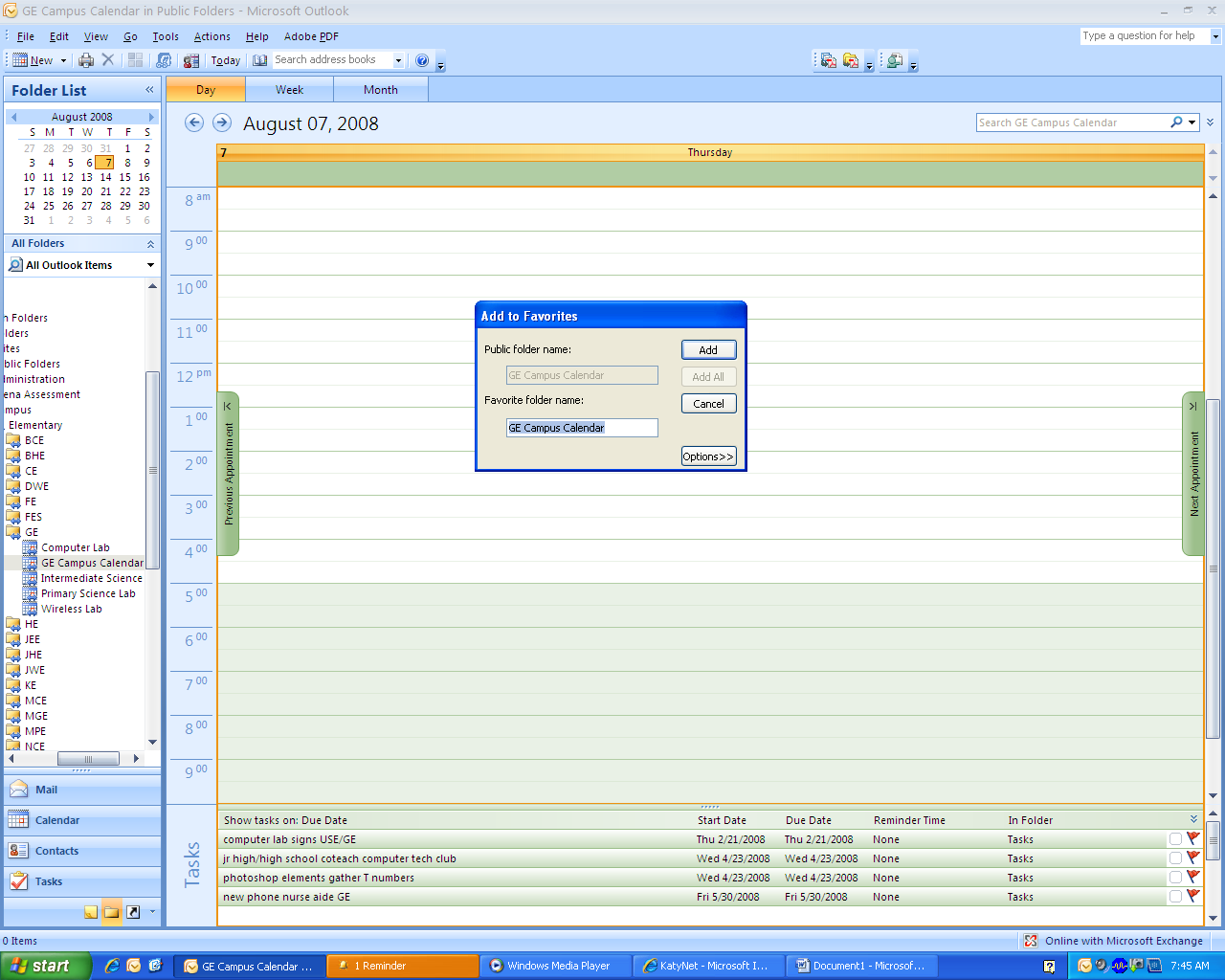
  
2. Click on the Folder Icon to get the Folder List. 

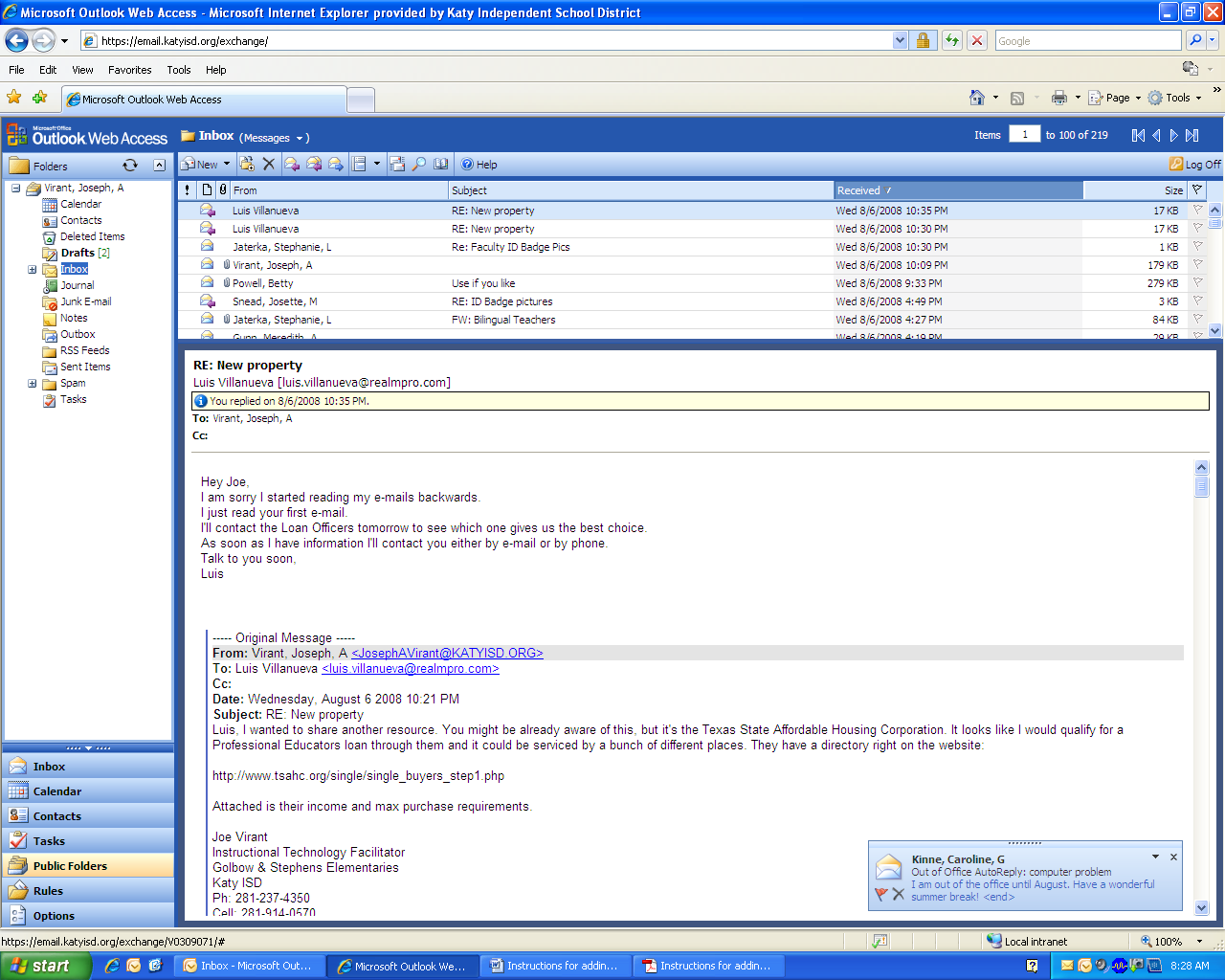
1. Navigate your way to GE by expanding the folders—clicking on the “+” at each level:

Public Folders, All Public Folders, Campus, Elementary, GE.



1. Click on the calendar to select it, then do a RIGHT-click and choose Add to Favorites. This box will pop up. Click Add.



1. Keep left clicking each calendar you’d like to and then right clicking to add to Favorites. These Favorites are “favorite” calendars—a separate list from your regular Internet favorites.
2. When you’re done, click Mail to get back to your Inbox, and then click Calendar again. You’ll see a list of all the calendars you’ve added with boxes next to them that can be checked.
3. To add an event to the calendar, double click somewhere on the day you want, and a box with options will pop up.  
   **Special Note: If you’d like to access the Public Calendars at home, Outlook Web Access can do that too. Just click Public Folders:**